



**Chapter No. 436210**



**Excellence through Education,  
Leaders by Design**

2009 – 2010 Professional Development

**Administrative Professional Mentoring Program  
Registration Form**

\* denotes required information

\* Membership ID \_\_\_\_\_  
 \* Name \_\_\_\_\_ \* Suffix/Professional Designation: \_\_\_\_\_  
 \* Preferred Mailing Address: \_\_\_\_\_  
 \* City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 \* Email \_\_\_\_\_ \* Phone \_\_\_\_\_ \* Fax \_\_\_\_\_

\* Occupation Title/Academic Major \_\_\_\_\_  
 Employer/School \_\_\_\_\_  
 Length of time in position/as a student \_\_\_\_\_

\* I'm interested in being a:  Mentor  
 Mentee

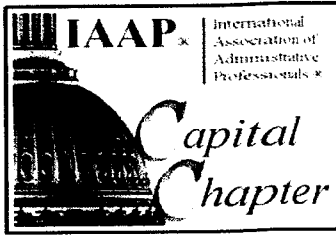
\* I'm available to my partner via:  
 (please check at least one and provide any additional information required)

By email (work) \_\_\_\_\_  
 By email (personal) \_\_\_\_\_  
 By phone (work) \_\_\_\_\_  
 By phone (personal) \_\_\_\_\_  
 In person (personal) \_\_\_\_\_

Starting this date: \_\_\_\_\_

\* Would you say that your work and communication style is...  More formal than it is casual.  
 More casual than it is formal.

\* What do you hope to gain from your participation in the Mentorship Program?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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**MENTORS**

\* Have you ever served as a mentor or been a mentee before?

- Yes, Mentor (when?) \_\_\_\_\_
- Yes, Mentee (when?) \_\_\_\_\_
- No

\* I am willing to share expertise in the following areas with my mentee:

- Career counseling
- Computer programs (Excel, Word, Internet)
- Project management
- Conflict resolution
- Effective communication
- Budget management
- IAAP Certification (exam preparation)
- Other \_\_\_\_\_

**MENTEES**

\* I am looking for help in planning long term or short term goals.

- Long-term (what?) \_\_\_\_\_
- Short-term (what?) \_\_\_\_\_
- Both

\* Give a brief description of your current job.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Identify areas for improvement or challenges that you are experiencing in your professional development.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_